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Transportation

PASSENGER MOVEMENT

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AFI 24-101, Passenger Movement, 27 October 2004 is supplemented as follows.

This supplement provides policies and procedures necessary for the proper screening, processing, and manifesting of all passengers arriving at or departing the Randolph AFB airfield. It also outlines and addresses organizational responsibilities relative to the operation of the 12 FTW passenger processing facility. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFM 37-123, (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* (available at <<https://afrims.amc.af.mil>>). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1.13.16. **(Added-Randolph AFB)** Policies and Procedures for screening, processing, and manifesting all passengers arriving and departing the Randolph AFB airfield. Everyone involved in the movement of passengers and baggage on DoD-owned or controlled aircraft has the responsibility to prevent the possible anti-hijacking or sabotage of an aircraft. Passenger processing and baggage handling personnel must be alert to detect any unusual conduct of persons entering the terminal area or any suspicious items.

1.13.17. **(Added-Randolph AFB)** Space required passengers must present valid travel orders and proper military identification. They must also be given the opportunity to provide emergency contact information IAW AFJI 24-114, paragraph 2-3.

1.13.18. **(Added-Randolph AFB)** The Passenger Terminal will:

1.13.18.1. **(Added-Randolph AFB)** Provide Airfield Management an appointment letter identifying on-call personnel.

1.13.18.2. **(Added-Randolph AFB)** Have personnel on call to process/manifest duty passengers departing after duty hours.

1.13.18.3. **(Added-Randolph AFB)** Brief all passengers on anti-hijacking procedures.

1.13.18.4. **(Added-Randolph AFB)** Perform an anti-anti-hijacking inspection prior to passenger loading.

1.13.18.5. **(Added-Randolph AFB)** Ensure all passengers on DoD aircraft departing Randolph AFB are properly manifested.

1.13.18.6. **(Added-Randolph AFB)** Escort passengers to the aircraft as required.

1.13.18.7. **(Added-Randolph AFB)** Advertise arrival and departure flight schedules to the local population.

1.13.18.8. **(Added-Randolph AFB)** Maintain space available passenger sign-up roster.

1.13.18.9. **(Added-Randolph AFB)** Transport all passengers and check baggage from the passenger processing facility to the aircraft.

1.13.19. **(Added-Randolph AFB)** Airfield Management will:

1.13.19.1. **(Added-Randolph AFB)** Contact the passenger terminal on-call personnel after-duty hours when arrival/departure passengers require processing/manifesting

1.13.20. **(Added-Randolph AFB)** Protocol/travel coordinators will:

1.13.20.1. **(Added-Randolph AFB)** Coordinate travel, brief, and arrange distribution of baggage for distinguished visitors (DV).

1.13.20.2. **(Added-Randolph AFB)** Provide passenger terminal agents with travel information on DV passengers.

1.13.21. **(Added-Randolph AFB)** Security forces will:

1.13.21.1. **(Added-Randolph AFB)** Perform random security checks with or without military working dogs.

1.13.21..2. **(Added-Randolph AFB)** Perform all required physical inspections (personnel/baggage searches) when circumstances warrant.

1.13.22. **(Added-Randolph AFB)** Aircrew will:

1.13.22.1. **(Added-Randolph AFB)** Ensure they have a manifest prior to departure when carrying passengers.

1.13.22.2. **(Added-Randolph AFB)** Use their discretion to refuse passengers whose physical condition poses a safety hazard to themselves or others.

1.13.22.3. **(Added-Randolph AFB)** Allow a DV to board first or according to his/her preference.

1.13.23. **(Added-Randolph AFB)** Arrival Procedures.

1.13.23.1. **(Added-Randolph AFB)** Arrival Procedures for DVs. Travel coordinators/protocol.

1.13.23.1.1. **(Added-Randolph AFB)** Will coordinate an arrival party to meet the flight

1.13.23.1.2. **(Added-Randolph AFB)** Advise DVs of flightline safety procedures, photography restrictions, etc., as appropriate.

1.13.23.1.3. **(Added-Randolph AFB)** Brief DVs on the current FPCON and threat level on arrival at the installation.

1.13.23.1.4. **(Added-Randolph AFB)** Arrange for offload of baggage and transport to the facility

1.13.23.2. **(Added-Randolph AFB)** Arrival Procedures for Passengers Other than DVs. Passengers listed as other than DVs are required to personally obtain their baggage and arrange for their own transportation. Passenger terminal agents will assist when necessary.

1.13.24. **(Added-Randolph AFB)** Departure Procedures.

1.13.24.1. **(Added-Randolph AFB)** Departure Procedures for DVs (Originating at Randolph AFB). Each organization will appoint by letter a POC responsible for forwarding all members' travel information in advance to the passenger terminal.

1.13.24.1.1. **(Added-Randolph AFB)** AETC, numbered Air Force, and/or unit travel coordinators/protocol will forward all traveler information, in advance, to the passenger terminal. During non-duty hours, contact the command post or Airfield Management, who will contact the passenger terminal on-call personnel to submit their request.

1.13.24.1.2. **(Added-Randolph AFB)** If a DV or a group/team requests military airlift support, they will contact HQ AETC/LGRTT validator at DSN 487-6875 or (210) 652-6875.

1.13.24.2. **(Added-Randolph AFB)** The following information is required for all travelers:

1.13.24.2.1. **(Added-Randolph AFB)** Copy of travel orders (front and back) for each traveler. **NOTE:** If all passengers are in the same order, one copy is sufficient.

1.13.24.2.2. **(Added-Randolph AFB)** All flight information (i.e., departure date/time and destination)

1.13.24.2.3. **(Added-Randolph AFB)** Number of bags and weight per piece (i.e., two checked at 70 pounds each and one carry-on at 40 pounds). **NOTE:** For a small transport aircraft such as a C-12 or C-21, passengers are only authorized one piece of checked baggage not to exceed 30 pounds and one small carry-on.

1.13.24.2.4. **(Added-Randolph AFB)** Emergency contact information for each traveler (i.e., rank/name/last 4 of SSN, and status; sponsoring military service member's full name and address, including zip code and telephone number of emergency contact not traveling with the passenger (see **attachment 9** for sample letter).

1.13.24.3. **(Added-Randolph AFB)** All travelers, except exempted passengers, will process, in person, at the passenger processing facility located in Base Operations (building 8).

1.13.24.4. **(Added-Randolph AFB)** Standard exempted passengers are wing commanders, general officers, and civilian equivalents. The exempted traveler may be allowed to vouch for his/her accompanying party to exempt processing through the facility. Persons making travel arrangements for exempted passengers must provide manifest information to the passenger terminal prior to scheduled departure if the passenger desires to proceed directly to the aircraft (see **attachment 10** for sample letter). **NOTE:** An exempted passenger vouching for his/her accompanying party is accountable to ensure those persons pose no threat and carry no prohibited items. Travel coordinators/secretaries are authorized to sign exempted passenger manifest letters on behalf of the exempted traveler.

1.13.25. **(Added-Randolph AFB)** Anti-hijacking Procedures. DoD policy is to prevent entry of unauthorized weapons or explosives into the defense transportation system. Personnel involved in all phases of passenger processing operations must be keenly aware of any unusual conduct of persons in the processing facility, and alert to the possibility of concealed explosive devices or weapons.

1.13.25.1. **(Added-Randolph AFB)** Anti-hijacking Briefing. The passenger travel representative will brief all passengers (excluding exempted passengers and accompanying parties) on anti-hijacking procedures (see **attachment 11**).

1.13.25.2. **(Added-Randolph AFB)** Anti-hijacking Inspection. The passenger travel representative will accomplish an anti-hijacking inspection prior to passenger loading. The inspection will include screening handcarried bags and articles, metal detecting, and annotating the passenger manifest. When metal detection devices are used, advise passengers to take all metallic objects out of their pockets before screening. If metal detectors are not available or inoperable, the passenger will submit to a visual check by opening coats, jackets, etc. If anything suspicious is noted, advise the passenger to remove the item for inspection. Local security forces will perform all required physical inspections (personnel searches) when circumstances warrant. See paragraph 9, Passenger Processing Facility Security, for more detailed information.

1.13.25.3. **(Added-Randolph AFB)** After completion of the anti-hijacking inspection, passengers selected and manifested for departing flights will remain in a sterile area until boarding the aircraft.

1.13.26. **(Added-Randolph AFB)** Boarding Procedures.

1.13.26.1. **(Added-Randolph AFB)** The passenger travel representative will transport all checked baggage from the passenger processing facility to the aircraft.

1.13.26.2. **(Added-Randolph AFB)** Once processed, the passenger travel representative will transport all passengers from the passenger processing facility to the aircraft. **NOTE:** Exempted passengers are authorized to make their own arrangements for transportation of themselves, their party, and baggage directly to the aircraft.

1.13.26.3. **(Added-Randolph AFB)** Passenger travel representatives will escort passengers to the aircraft. Using the passenger manifest, they will review the manifest with the aircrew prior to loading passengers to determine who are duty passengers and those traveling on leave/pass. The original copy of the manifest goes to the aircrew. An electronic passenger manifest will be forwarded to AMC ASAP, but no later than 60 minutes after aircraft departure.

1.13.26.4. **(Added-Randolph AFB)** The aircrew has the authority to refuse passengers whose physical condition poses a safety hazard to themselves/others and undesirable passengers (intoxicated, bad odor, unacceptable dress, etc.) if necessary.

1.13.26.5. **(Added-Randolph AFB)** Aircrew has the discretion to leave people/baggage behind if there is insufficient room.

1.13.27. **(Added-Randolph AFB)** Space Available Travel. These passengers must present the appropriate documents to be eligible for air travel.

1.13.27.1. **(Added-Randolph AFB)** Airfield management will provide the passenger terminal with all flight advisory information to include plane arrival/departure schedules on a daily basis. Updates to the schedules will also be provided as they occur.

1.13.27.2. **(Added-Randolph AFB)** Passenger terminal agents will advertise arrival/departure schedules to the local population through a flight recording at DSN 487-1854 or (210) 652-1854.

1.13.27.3. **(Added-Randolph AFB)** Registers and Sign-up Procedures.

1.13.27.3.1. **(Added-Randolph AFB)** Passenger terminal agents will maintain filed copies of AMC 140, **Space Available Travel Request**, electronic, and faxed travel requests for 60 days. All space available passengers accepted for airlift from Randolph AFB must have been selected from the station file.

1.13.27.3.2. **(Added-Randolph AFB)** To compete for space available travel, eligible personnel must sign-up in person at the Passenger Terminal (building 8/room 212) or electronically by submitting an AMC Form 140 found at <http://www.e-publishing.af.mil/shared/media/epubs/AMC140.xfd>, or fax pertinent data to the passenger terminal at DSN 487-5718 or (210) 652-5718. The sponsor of a family group may sign-up other family members.

1.13.27.3.3. **(Added-Randolph AFB)** Required documentation for prospective space available passengers includes:

1.13.27.3.3.1. **(Added-Randolph AFB)** Leave Orders. For personnel on active duty, the effective date of the orders must be the same day as the day of sign-up or earlier. Orders include regular leave, environmental and morale leave (EML) if traveling under the EML program, and emergency leave.

1.13.27.3.3.2. **(Added-Randolph AFB)** Identification Cards. DD Form 2 Air Force (green), *United States Armed Forces Identification Card (Active)*; common access card (CAC), DD Form 2 Retired (blue), *United States Armed Forces Identification Card (Retired)*; and DD Form 2 Reserve (red), *United States Armed Forces Identification Card (Reserve)*.

1.13.27.3.3.3. **(Added-Randolph AFB)** Emergency POC information.

1.13.27.3.4. **(Added-Randolph AFB)** Reservations will not be made for any space available passenger. A travel opportunity will be afforded on an equitable basis to officers and enlisted personnel, civilian employees, and their accompanying dependents without regard to rank or grade, military or civilian, or branch of uniformed service.

1.13.27.3.5. **(Added-Randolph AFB)** Normally, space available roll call will take place 1 1/2 hours before the aircraft block time. Passengers are called based on their category of travel and date/time of sign-up. This is a first-in and first-out procedure. Reference DoD 4515.13-R, *Air Transportation Eligibility*, for information about categories and sign-up procedures.

1.13.27.4. **(Added-Randolph AFB)** Rules for Space Available Passengers. The passenger:

1.13.27.4.1. **(Added-Randolph AFB)** Is authorized two pieces of checked baggage not to exceed 62 linear inches each and a combined weight of 66 pounds of baggage. **NOTE:** Family members may pool their baggage allowances. For small transport aircraft such as a C-12 or C-21, passengers are only authorized one piece of checked baggage not to exceed 30 pounds and one small carry-on.

1.13.27.4.2. **(Added-Randolph AFB)** Is authorized one piece of carry-on baggage not to exceed 45 linear inches and must be able to be placed under the passenger's seat.

1.13.27.4.3. **(Added-Randolph AFB)** If active duty military, may travel on pass in the continental United States (CONUS).

1.13.27.4.4. **(Added-Randolph AFB)** May refuse a seat on any aircraft. Passengers will not lose their place on the space available register for refusing a particular mission.

1.13.28. **(Added-Randolph AFB)** Baggage Processing. The passenger terminal must ensure all passengers accepted for travel will have on each piece of checked baggage a DD Form 1839, *Baggage Identification Tag*, or commercial equivalent, and AF Form 94, *Baggage Claim Tag*, showing the origin and destination of the passenger. AF Form 94 will be annotated with the passenger's manifest line number and number of pieces of baggage (i.e., #98 or one of three).

1.13.28.1. **(Added-Randolph AFB)** Inspected baggage will be placed in a secure area away from passengers prior to loading. Baggage accessed by passengers after initial inspection will be inspected again.

1.13.8.2. **(Added-Randolph AFB)** Passenger travel representative will ask passengers to take items out of purses or bags for ease of inspecting. Passenger travel representative may wear gloves for protection during baggage inspection (not mandatory).

1.13.29. **(Added-Randolph AFB)** Passenger Processing Facility Security.

1.13.29.1. **(Added-Randolph AFB)** Passenger Processing Facility with X-ray Machines. This device is used to detect prohibited items, such as guns, ammo, knives, narcotics, etc., that may be located in the checked baggage or carry-on. During inspection, if it is determined a passenger has a weapon, explosive, etc., inform security forces immediately.

1.13.29.2. **(Added-Randolph AFB)** Passenger Processing Facilities without X-ray Machines. The handheld magnetometer will be used for passenger inspection when the magnascanner detects possible unauthorized items on the passenger's person. This device is used to detect prohibited items such as guns, ammo, knives, narcotics, etc. During inspection, if it is determined a passenger has a weapon, explosive, etc., inform security forces immediately.

6.5.1. **(Added-Randolph AFB)** Adopted Forms or IMTs. DD Form 2 Air Force (green) *United States Armed Forces Identification Card (Active)*; common access card, CAC; DD Form 2 Retired (blue) *United States Armed Forces Identification Card (Retired)*; DD Form 2 Reserve (red) *United States Armed Forces Identification Card (Reserve)*; DD Form 1839, *Baggage Identification Tag* and AF Form 94, *Baggage Claim Tag*.

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4 Attachments:

1. Glossary of References and Supporting Information
9. Sample Format for Emergency POC **(Added-Randolph AFB)**
10. Example – Exempt Passenger Manifest Information **(Added-Randolph AFB)**
11. Passenger Anti-hijacking Brief **(Added-Randolph AFB)**

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AETC--Air Education and Training Command

CAC--Common Access Card

DV--Distinguished visitors

EML--Environmental and morale leave

FPCON--Force protection condition

TMF--Traffic Management Flight

Attachment 9 (Added-Randolph AFB)

SAMPLE FORMAT FOR EMERGENCY POINT OF CONTACT INFORMATION
(Prepared on letterhead)

Date

MEMORANDUM FOR 12 MSG/LGRTT

FROM:

SUBJECT: Emergency POC Information

In accordance with HQ AETC/LG letter, 3 Sep 03, Passenger Manifesting Policy, the following emergency POC information is provided:

- a. Rank/name/last 4 of SSN (type traveler's information)
- b. Status (active duty, Reserve, retired, dependent, or civilian employee)
- c. Sponsoring service, agency, or employer (Air Force, Army, etc.)
- d. Name and telephone number of emergency contact not traveling with the passenger (type complete contact information [i.e., full name, address and zip code, and telephone number])

Signature
(Type name, grade, and title of preparer)

Attachment 10 (Added-Randolph AFB)

EXAMPLE - EXEMPT PASSENGER MANIFEST INFORMATION

Date

MEMORANDUM FOR RANDOLPH PASSENGER TERMINAL (fax to 652-5718)

FROM: Office Symbol of Exempt Traveler

SUBJECT: Exempt Passenger Manifest Information

1. In accordance with AFI 24-101, Passenger Movement, DoD aircraft passenger manifest policy, 21 Dec 01 and HQ AETC/LG letter, 3 Sep 03, the following personnel, scheduled on mission number _____ on (*travel date*) are exempt from passenger terminal screening and baggage inspections:

- a. Rank/name/SSN
- b. Status (active duty, Reserve, retired, dependent, or civilian employee)
- c. Sponsoring service (Air Force, Army, etc.)
- d. Name and telephone number of emergency contact not traveling with the passenger

2. Accompanying Personnel (need information on each passenger):

- a. Rank/name/SSN
- b. Status (active duty, Reserve, retired, dependent, or civilian employee)
- c. Sponsoring service (Air Force, Army, etc.)
- d. Name and telephone number of emergency contact not traveling with the passenger

I certify members of the group pose no anti-hijacking threat and do not carry prohibited items.

Signature
(Signature block of exempt traveler or travel coordinator)

Attachment 11 (Added-Randolph AFB)**PASSENGER ANTI-HIJACKING BRIEF**

Introduction. Good morning or afternoon, my name is XXXX and I will be giving you an anti-hijacking briefing. Commanders at all levels have been tasked to ensure preventative measures are taken to minimize access to aircraft by potential hijackers. For this reason, all passengers boarding DoD military aircraft are briefed on “what is considered a federal crime and what are considered prohibited items aboard an aircraft.”

1. First of all, it is a federal crime to:

- a. Carry concealed weapons aboard an aircraft.
- b. Interfere with flight crews (including flight attendants).
- c. Transport explosives aboard aircraft.
- d. Attempt to seize or actually seize aircraft by threats, force, or violence.
- e. Possess or use narcotic drugs, including marijuana, aboard the aircraft.
- f. Convey false information concerning the above criminal acts.

2. Your prohibited items include, but are not limited to, the following:

- a. Black powder, blasting caps, detonating fuses, dynamite, explosive projectiles, flares, unauthorized ammunition, or any other explosives. Included are visible refillable fuel and butane lighters.
- b. All caustic or corrosive materials must be transported IAW provisions of TM 38-250, AFR 71-4, CFR 49, and the International Air Transport Association’s dangerous goods regulations.
- c. Personal knives, scissors, or any objects with blades over 3" may not be carried in the passenger compartment of the aircraft. Planeload commanders will secure all oversize knives before boarding the aircraft.

3. Air Force policy is to prevent entry of unauthorized weapons or explosives into the defense transportation system. Personnel involved in all phases of passenger processing operations must be keenly aware of any unusual conduct of persons in the processing facility, and alert to the possibility of concealed explosive devices or weapons. Report unattended baggage found in the facility to security forces. A concerted effort must be made to prevent the anti-hijacking of DoD military or military contractor aircraft by detecting potential hijackers before they board the aircraft.